

DEPARTMENT OF COMMERCE

Eastern Administrative Support Center
200 Granby Street, Suite 815
Norfolk, VA 23510

WAIVER REQUEST (Single Request)

Typically waivers are discouraged because it is believed that GPO can provide direct printing or alternate printing in any rush or emergency situation that may arise. If you feel your printing situation warrants a waiver, the GPO will review your request and respond accordingly.

If you have a printing/publication job that you cannot get processed through another government agency, it cost less than \$1000.00, is non-recurring in nature and the GPO cannot complete the job in the time frame required to meet mission requirements, GPO has the authority to grant a waiver.

In the event a waiver is granted, you are authorized to have the job procured through your procurement office, or you can go direct to a local printer and pay for the job with your government credit card. It is mandatory that you attach a copy of the authorized GPO waiver to your bank card statement. If you do not attach the waiver to your bank card statement, this job will be considered an unauthorized purchase.

If you would like to request a waiver, please provide your ASC Printing Specialist with the following information:

1. Provide complete title of the job.
2. Will this job print in four colors or black and white?
3. Indicate the number of original pages - (indicate if single-sided or double-sided).
4. Indicate quantity desired.
5. Indicate when the job is needed - (a date must be given).
6. Provide company name, address and telephone number of the desired printer - along with a point of contact.
7. Provide an estimate of what it would cost to print the job. Must be provided by the printer chosen by your agency to print the job.
8. Is this a one time job or will it be reprinted again this year? If yes, please give an estimate of the number of possible reprints or original printings that will be done this year.
9. How will you pay for this job? Credit Card, Bankcard check, etc.
10. Provide requesting agency's complete mailing address, point of contact and telephone number where he/she can be reached.

Once your request is received at EASC, I will respond back to you within 24 hours with waiver approval or an alternate means of getting the job printed.

Once the job is finished, the requestor will forward to me a copy of the payment receipt and a copy of the work-up sheet the printer uses to write down your required specifications for printing the job. Failure to do so, will delay future waiver request.

Shirley Driver-Kinchen
Printing and Publications Specialist
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